

**Date:** [Insert Date]

**From:**

[Creditor Name]  
[Department Name]  
[Mailing Address]  
[City, State, Zip Code]  
[Phone Number]

**To:**

[Debtor Name]  
[Mailing Address]  
[City, State, Zip Code]

**Subject: Payoff Verification Statement**

Account Number: [Insert Account Number]

Dear [Debtor Name],

This letter serves as official verification of the total amount required to pay off the above-referenced account in full. This payoff quote is valid through [Insert Expiration Date].

**Payoff Details:**

- Principal Balance: \$[Amount]
- Outstanding Interest: \$[Amount]
- Fees/Late Charges: \$[Amount]
- **Total Payoff Amount: \$[Total Amount]**

**Daily Interest Accrual:**

If payment is received after [Insert Date], please add \$[Amount] per day to the total payoff amount.

**Payment Instructions:**

Please make checks payable to [Creditor Name] and include your account number on the memo line. Payments should be sent to the following address:

[Payment Processing Address]  
[City, State, Zip Code]

Upon receipt and processing of the total payoff amount, the account will be closed, and any applicable liens or security interests will be released within [Number] business days.

Sincerely,

[Authorized Representative Name]

[Title]

[Creditor Name]